Haleigh Sluschewski

12/13/2018

English

Basic Title (No Frills)

Please make sure you are using this format for ALL papers. They should be typed in 12 point, Time New Roman font, with 1 inch margins. All papers should be double-spaced. There is NO need for a cover page or any pictures, anywhere. Each paper should include a heading with your last name and the page number. This needs to be aligned RIGHT. Make sure you hit “enter” once, or your last name will be cut off when printed. Insert the page number. If you just add the page number, it will be the same on every page, thus making the necessity inapplicable. There needs to be a space between your last name and the page number, and all headings should be in 12 point, Times New Roman font. After you add the heading, leave the header “box” and begin typing your First and Last Name. Hit enter and move on to the date. Hit enter again, and type the class. In most cases, this will be “English.” After you type all of that, hit enter **once** more and align your title in the CENTER of your page. Your title should be extremely basic and I will more than likely tell you what it should be beforehand. After the title, hit enter ONCE, indent for your introduction, and begin typing.

Each new paragraph should be indented. Follow these formatting guidelines for every paper that we type. Once we make it to the term paper, I will give you an even more specific set of guidelines to follow, but this will do for now. Failure to comply with this formatting structure will result in a loss of points. I know that may seem a bit intense, but this is essentially how many of your papers will be formatted in your academic future. Different teachers may be more lenient or strict, based on their expectations. Generally, this is an excellent starting point.

Notice that my heading is appropriate and correctly done, as this is Page 2 of my paper, so the number 2 appears in the upper right-hand corner next to my name.